

SAMAB Executive Committee Meeting Minutes - 9/6/12

Present: *Scott Gain, Judy Francis, Susan Schexnayder, Kristin Bail, Jeff Troutman, Rick Dubrow, Katherine Smith, Mark Pistrang(phone), Crystal Reese(phone), Terrence Rudolph(phone), Jenn Thompson, Carlton Murrey, Julie Dennis, Adam DeWitte*

Meeting started approximately 10:00am in the Perkins room of the Cradle of Forestry

Program of Work by the CFAIA

- Updated Program of Work drafted by Crystal and reviewed by Committee. Program does include current work on the SAMAB conference.
Action Item – **Scott** would like to see Action Items added to the Program of Work each quarter.
- Discussion of website. Adam assured that conference updates have been posted.

Financial Statement

- Initial review of financials by E.C. There were questions regarding grants and other items that Crystal addressed via phone.
Action Item – For future financial statements, **Crystal** will always include a summary of change/notes and items of interest at the bottom of the page for quick reference.
- Scott addressed the need for the group to adopt a calendar of dates and meetings to stay on track each year and what SAMAB would like to accomplish for the future. Should the meetings revolve around the conference, since that's SAMAB's core idea?
Action Items – **CFAIA** will look into an on-line calendar and web meeting programs such as Share Point or Web X for meetings occurring after the conference. In addition, Kristin and Scott would like to see a list of contributors and how much has been given. **Scott** agreed to draft a letter to the contributors to thank them for their support and ask for future contributions (already sent out). Lastly, Kristin would like to see a budget for the new fiscal year, to be compiled at the November meeting during the conference.
- Scott addressed the thought of having more frequent, but shorter meetings to stay on track with each other during the year.

Conference Planning

- Questions arose about the acid deposition workshop and how we can incorporate it into the SAMAB conference. Jeff addressed the questions by stating that the AC workshop is by invitation only and won't necessarily be open between the two events.
- Judy stated that the SAMAB foundation is paying for the two classrooms that the AC workshop will be using.
- Adam handed out the presentation descriptions and a "quick guide" to the presentations/posters and authors. The EC all agreed that they should pick certain individuals to lead the presentation systems, as has been the way in the past.
- Judy discussed her role in providing the intro to the conference, which will be a 3-hour panel discussion with Susan Fox and others in attendance.
Action Items – **Judy** will lead and coordinate the conference intro and speak to Susan F. on doing the wrap-up on Friday. She will also work on the Human System section with Susan S. **Rick** will contact Ann Keller about leading the Built System and Chris Clark about leading the Economic System. **Susan S.** will lead the Natural System. **All**

individuals involved with leading a system will be contacted by the above so they can be on the next conference call on September 21 from 10:00-11:30.

- A brief outline for the conference will look like this:

Thursday:

- Early morning registration
- Introduction and panel discussion on the WNC Vitality Index
3 hours – led by Judy Francis
- Lunch
- Natural Systems Presentations
90 minutes – led by Susan Fox
- Human Systems Presentations
90 minutes – led by Susan Schexnayder

Friday:

- Early morning registration
- Built Systems Presentations
90 minutes – led by Ann Keller
- Economic Systems Presentations
90 minutes – led by Chris Clark
- Wrap Up
SAMAB Executive Committee members

- Food was discussed and it was decided that having lunch and snacks catered would be the quickest and easiest route to take to maximize time.
Action Items – Julie has contacted the café at the Arboretum about pricing for one box lunch and one hot lunch. **Adam** will confirm pricing and have that information by the 9/21 meeting, along with one other option for comparison. Adam will also work up a price-per-person cost and send to the group before that meeting.
- There were discussions on when to offer the hot lunch vs. the box lunch based on the ease of a participant in picking up the box lunch and leaving, thus not attending the rest of the day on Friday.
- It was mentioned that there should be a Legacy award this year and Pat Parr's name was brought up as a possible recipient. We will also need recipients for Service Award and Hi Note Award.
Action Items – **SAMAB E.C.** will determine recipients of all awards.
- The next Executive Committee meeting will be Thursday night after the first conference somewhere in Asheville to discuss budgets for 2013 and to put together a calendar of dates and meeting topics.
Action Items – **E.C.** will determine the location and time of next E.C. meeting on Thursday, November 15.

Meeting adjourned approximately 1:35.

Submitted by Adam DeWitte - CFAIA